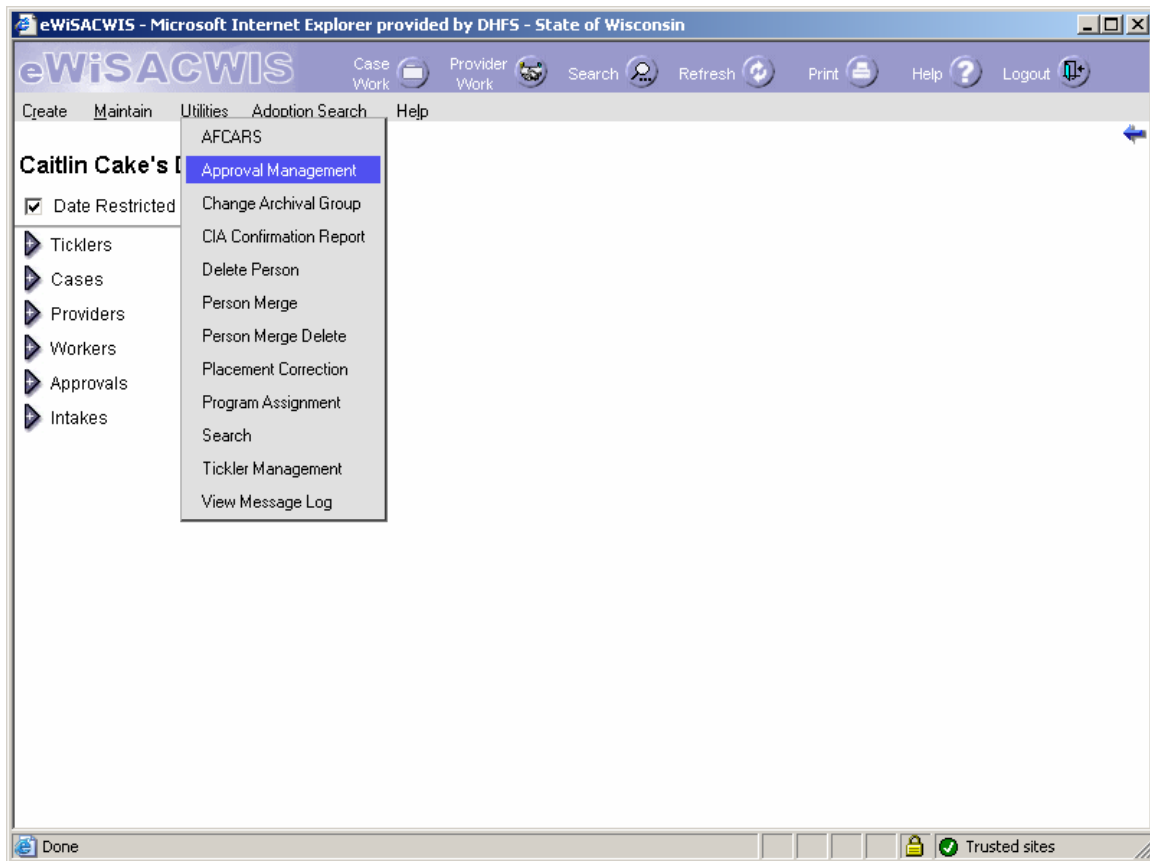


Approval Management

The Approval Management Page allows supervisors to make an approval decision (approve, reroute, recall/return, not approve) on case or provider work that has been approved by a worker and forwarded to the supervisor. Supervisors can also reroute approvals for which their workers have been part of the approval chain.

To access Approvals Management, go to Utilities>Approval Management.



Manage My Pending Approvals

1. The Approval Management page displays defaulting to the 'Manage My Pending Approvals' view. The Worker drop-down list defaults to 'All'. The supervisor can toggle between the 'Manage My Pending Approvals' list and 'Reroute Worker Approvals' by selecting the appropriate radio button. The supervisor may also choose to view 'All' pending approvals for the supervisor's workers or approvals specific to an assigned worker by selecting the drop down list next to 'Worker' in the Approval Activity Group Box.

There is also an auto sort feature with each column in Manage My Pending Approvals Group Box. The triangle next to the C/P is currently sorting by case first and provider second. By clicking on the C/P column, the system will sort providers first and cases second. The auto sort feature works the same way for the rest of the columns.

Approval Management - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWISACWIS Refresh Print Spell Check Help

Approval Activity

☒ Manage My Pending Approvals Worker: All
☐ Reroute Worker Approvals

Manage My Pending Approvals

	C/P ▲	Case/Provider Name (ID)	Work Type	Worker	Approval Date
<input type="checkbox"/>	Case	Abby, Art (20273)	Placement End (Cannot Not Approve)	Daisy, Dan	10/15/2004
<input type="checkbox"/>	Provider	Address, Physicalpatone (9221064)	Home Provider License	Fox, Frank	12/09/2005
<input type="checkbox"/>	Provider	Agency, AAA (20170)	Payment Request	Fir, Fran	08/20/2001
<input type="checkbox"/>	Provider	Jackson, Joe (9221112)	Private Provider	Daisy, Dan	12/06/2005
<input type="checkbox"/>	Provider	McGwire, Sally (20193)	Payment Request	Thomas, Rob	09/22/2004
<input type="checkbox"/>	Provider	Mike Piazza (20181)	Payment Request	Daisy, Dan	08/19/2004

* Items marked with an asterisk cannot be approved from this page. Click the link in the Work Type column to access this piece of work directly.

Approval Decision

☒ Approve ☐ Reroute ☐ Recall/Return ☐ Not Approve Supervisor:

Save Close

Done Trusted sites

- The supervisor can view specific pieces of work by selecting the 'Work Type' hyperlink corresponding with the Case/Provider Name. The supervisor can also individually approve that specific piece of work while viewing it through the normal 'Approval Process' (see 'Approval' Quick Reference guide).

Note: Items marked with an (*) asterisk can only be approved by clicking on the Work Type hyperlink and approving the work from within the specific piece of work.

Approval Activity

☒ Manage My Pending Approvals
 ☐ Reroute Worker Approvals
 Worker: All

Manage My Pending Approvals

	C/P	Case/Provider Name (ID)	Work Type	Worker	Approval Date
<input type="checkbox"/>	Case	Abby, Art (20273)	Placement End (Cannot Not Approve)	Daisy, Dan	10/15/2004
<input type="checkbox"/>	Provider	Address, Physicalpatone (9221064)	Home Provider License	Fox, Frank	12/09/2005
<input type="checkbox"/>	Provider	Agency, A.A.A. (20170)	Payment Request	Fir, Fran	08/20/2001
<input type="checkbox"/>	Provider	Jackson, Joe (9221112)	Private P <small>Click to open the Work Type</small>	Daisy, Dan	12/06/2005
<input type="checkbox"/>	Provider	McGwire, Sally (20193)	Payment Request	Thomas, Rob	09/22/2004
<input type="checkbox"/>	Provider	Mike Piazza (20181)	Payment Request	Daisy, Dan	08/19/2004

* Items marked with an asterisk cannot be approved from this page. Click the link in the Work Type column to access this piece of work directly.

Approval Decision

☒ Approve
 ☐ Reroute
 ☐ Recall/Return
 ☐ Not Approve
 Supervisor:

- Multiple pieces of work can be addressed at the same time by checking off the box to the left of each piece of work. When this is done, the Approval Decision Group Box will become enabled.

The Supervisor will be able to Approve, Reroute, Recall/Return, and Not Approve multiple pieces of work at the same time. The Clear hyperlink will clear out the current Approval Decision selection.

Approval Management - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWISACWIS Refresh Print Spell Check Help

Approval Activity

☒ Manage My Pending Approvals Worker:

☐ Reroute Worker Approvals

Manage My Pending Approvals

	C/P	Case/Provider Name (ID)	Work Type	Worker	Approval Date
<input type="checkbox"/>	Case	Abby, Art (20273)	Placement End (Cannot Not Approve)	Daisy, Dan	10/15/2004
<input checked="" type="checkbox"/>	Provider	Address, Physicalpatone (9221064)	Home Provider License	Fox, Frank	12/09/2005
<input checked="" type="checkbox"/>	Provider	Agency, AAA (20170)	Payment Request	Fir, Fran	08/20/2001
<input checked="" type="checkbox"/>	Provider	Jackson, Joe (9221112)	Private Provider	Daisy, Dan	12/06/2005
<input type="checkbox"/>	Provider	McGwire, Sally (20193)	Payment Request	Thomas, Rob	09/22/2004
<input type="checkbox"/>	Provider	Mike Piazza (20181)	Payment Request	Daisy, Dan	08/19/2004

* Items marked with an asterisk cannot be approved from this page. Click the link in the Work Type column to access this piece of work directly.

Approval Decision

☒ Approve
 ☐ Reroute
 ☐ Recall/Return
 ☐ Not Approve
 [Clear](#)
 Supervisor:

Save Close

Done Trusted sites

- If the Supervisor chooses to Reroute the selected pieces of work, an 'Other' Hyperlink will appear. The Supervisor will be required to Search out the Supervisor in which the work will be rerouted to.

Approval Management - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWiSACWIS Refresh Print Spell Check Help

Approval Activity

☒ Manage My Pending Approvals
 ☐ Reroute Worker Approvals
 Worker: All

Manage My Pending Approvals

	C/P	Case/Provider Name (ID)	Work Type	Worker	Approval Date
<input type="checkbox"/>	Case	Abby, Art (20273)	Placement End (Cannot <i>Not Approve</i>)	Daisy, Dan	10/15/2004
<input checked="" type="checkbox"/>	Provider	Address, Physicalpatone (9221064)	Home Provider License	Fox, Frank	12/09/2005
<input checked="" type="checkbox"/>	Provider	Agency, AAA (20170)	Payment Request	Fir, Fran	08/20/2001
<input checked="" type="checkbox"/>	Provider	Jackson, Joe (9221112)	Private Provider	Daisy, Dan	12/06/2005
<input type="checkbox"/>	Provider	McGwire, Sally (20193)	Payment Request	Thomas, Rob	09/22/2004
<input type="checkbox"/>	Provider	Mike Piazza (20181)	Payment Request	Daisy, Dan	08/19/2004

* Items marked with an asterisk cannot be approved from this page. Click the link in the Work Type column to access this piece of work directly.

Approval Decision

☐ Approve
 ☒ Reroute
 ☐ Recall/Return
 ☐ Not Approve
 [Clear](#)
 Supervisor: Amy Johnson [Other](#)

Save Close

Done Trusted sites

- Select Save and Close. The screen will return to the Approval Management window.

Reroute Worker Approvals

A Supervisor can reroute pending approvals for an existing worker to another worker assigned to the same supervisor.

1. The Supervisor will need to go to Utilities>Approvals Management and select the Reroute Worker Approvals radio button.
2. Select the worker from the drop down list from whom you want to reassign pending approvals from.

The screenshot shows a web application window titled "Approval Management - Microsoft Internet Explorer provided by DHFS - State of Wisconsin". The application has a purple header bar with the "eWISACWIS" logo and navigation links: Refresh, Print, Spell Check, and Help. Below the header, there are two radio buttons under "Approval Activity": "Manage My Pending Approvals" and "Reroute Worker Approvals", with the latter being selected. To the right of these buttons is a "Worker:" dropdown menu, which is currently open, displaying a list of workers: Abby, Angel; Banana, Brendt; Buffalo, Supervisor; Clark, Supervisor; Daisy, Dan; Dane, Supervisor; Default Worker, StateAdoption; Door, Supervisor; Dunn, Supervisor; and Eclair, Etta. Below the dropdown is a table with the heading "Reroute Worker Approvals". The table has columns for "Select All", "Case / Provider", "Case/Provider Name (ID)", and "Work". Below the table is a section titled "Select Receiving Worker" with a "Reroute to:" text input field. At the bottom right of the form are "Save" and "Close" buttons. The browser's status bar at the bottom shows "Done" and "Trusted sites".

- Once the worker has been selected, all pending approvals will populate in the Reroute Worker Approvals Group Box.
- The Supervisor can Select All or select individual pieces of work to be rerouted in the Reroute Worker Approvals Group Box. The Supervisor can also look at the individual pieces of work by selecting the Work Type hyperlink next to the associated case/provider.

Approval Management - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWISACWIS

Refresh Print Spell Check Help

Approval Activity

☐ Manage My Pending Approvals
 ☒ Reroute Worker Approvals

Worker: Fox, Frank

Reroute Worker Approvals

<input type="checkbox"/> Select All	Case / Provider	Case/Provider Name (ID)	Work Type	Creation Date
<input type="checkbox"/>	Case	Adopted, Alvin (9221301)	Termination of Case Plan	09/07/2005
<input type="checkbox"/>	Case	Ashland, Frida (9221256)	Assessment	11/10/2004
<input type="checkbox"/>	Case	Brooks, Brenda (20239)	Family Assessment	10/27/2004
<input type="checkbox"/>	Case	Brooks, Brenda (20239)	Out of Home Safety Plan	10/20/2004
<input type="checkbox"/>	Case	Brooks, Brenda (20239)	Safety Analysis and Plan	10/20/2004
<input type="checkbox"/>	Case	Brooks, Brenda (20239)	Safety Assessment	10/29/2004
<input type="checkbox"/>	Case	Lee, Linda (20240)	Case Closure	10/05/2004
<input type="checkbox"/>	Case	Mooretest, Jennifer (9221169)	Assessment	10/20/2004
<input type="checkbox"/>	Case	Mooretest, Jennifer (9221169)	Assessment	10/22/2004
<input type="checkbox"/>	Case	Mooretest, Jennifer (9221169)	Assessment	10/22/2004
<input type="checkbox"/>	Case	Mooretest, Jennifer (9221169)	Family Assessment	09/16/2004
<input type="checkbox"/>	Case	Mooretest, Jennifer (9221169)	Legal Documentation	09/10/2004

Select Receiving Worker

Reroute to:

Save Close

Done Trusted sites

- Once the Supervisor selects the pieces of work to be rerouted, a Select Worker hyperlink will appear at the bottom of the page. Search out the worker for whom the work should be rerouted. Select Save.

Approval Management - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWISACWIS Refresh Print Spell Check Help

Approval Activity

☐ Manage My Pending Approvals
 ☒ Reroute Worker Approvals
 Worker: Fox, Frank

Reroute Worker Approvals

<input type="checkbox"/> Select All	Case / Provider	Case/Provider Name (ID)	Work Type	Creation Date
<input checked="" type="checkbox"/>	Case	Brooks, Brenda (20239)	Out of Home Safety Plan	10/20/2004
<input checked="" type="checkbox"/>	Case	Brooks, Brenda (20239)	Safety Analysis and Plan	10/20/2004
<input checked="" type="checkbox"/>	Case	Brooks, Brenda (20239)	Safety Assessment	10/29/2004
<input type="checkbox"/>	Case	Lee, Linda (20240)	Case Closure	10/05/2004
<input type="checkbox"/>	Case	Mooretest, Jennifer (9221169)	Assessment	10/20/2004
<input type="checkbox"/>	Case	Mooretest, Jennifer (9221169)	Assessment	10/22/2004
<input type="checkbox"/>	Case	Mooretest, Jennifer (9221169)	Assessment	10/22/2004
<input type="checkbox"/>	Case	Mooretest, Jennifer (9221169)	Family Assessment	09/16/2004
<input type="checkbox"/>	Case	Mooretest, Jennifer (9221169)	Legal Documentation	09/10/2004
<input type="checkbox"/>	Case	Mooretest, Jennifer (9221169)	Legal Documentation	10/26/2004
<input type="checkbox"/>	Case	Mooretest, Jennifer (9221169)	Legal Documentation	11/10/2004
<input type="checkbox"/>	Case	Mooretest, Jennifer (9221169)	Legal Documentation	11/10/2004

Select Receiving Worker

Reroute to: Angel Abby [Select Worker](#)

Save Close

Done Trusted sites

6. A pop up message will appear with the following message, “This will reroute the approval history for the selected approvals to the identified worker. Do you wish to continue?”....select yes. The screen will return to the Approvals Management page.

